



Job Description

Job Title: Engagement Officer
Department: Development
Responsible to: Philanthropy Manager
Last reviewed: March 2024

Job Outline

The Development Department at Haileybury is responsible for securing philanthropic income to support the strategic aims of the School. The department oversees a range of engagement activities including giving programmes and campaigns, communications and events designed to build and sustain relationships across the community and encourage giving back both financially and in kind.

As the department grows and our goals become more ambitious, it is essential that the Development strategy is supported by a strong foundation of data and data processes. We are seeking a meticulous and detail oriented individual who will oversee data processes and data administration for the department.

This is an exciting time to join the Development Office at Haileybury, as we look to drive forward an ambitious Development and Engagement Strategy.

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

Duties

- Review and update community records on a regular basis to ensure continued integrity of data.
- Monitor and process gifts and Gift Aid on Raiser's Edge in liaison with the Finance Department.
- Oversee the accurate and efficient processing of personal and financial data within the department using a range of databases including the Raiser's Edge, iSAMS and Haileybury Connect (Aluminati).
- Ensure accurate and timely processing of all event data such as attendee lists and any guest notes/assigned follow-up tasks.
- Oversee administration of Direct Debit donations in liaison with the Finance Department.
- Reconcile gift income between Raisers' Edge database and the Finance Department in line with agreed procedures.

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- Support the development of new systems and procedures working towards the fulfilment of strategic goals of the department.
- Support with other ongoing development department tasks such as prospect research.
- Maintain confidentiality and meet Data Protection, GDPR and any other relevant statutory requirements.
- Carry out any other duties as requested by the members of the Development Team.

Other Requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality, Diversity and Inclusion

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

**Engagement Officer
Person Specification**

	Essential	Desirable
Qualifications		
Educated to A level or equivalent	✓	
Knowledge, Skills and Experience		
Excellent attention to detail with the ability to maintain accuracy while working under pressure and to multiple/conflicting deadlines	✓	
Understanding of Gift Aid regulations, procedures, charity finance and GDPR	✓	
Experience of using Customer Relationship Management (CRM) databases, preferably Raiser's Edge	✓	
Ability to communicate clearly and confidently with a wide range of audiences both verbally and in writing	✓	
Understanding of the specifics of fundraising data management		✓
Experience of working in the Independent School sector		✓
Experience of working in Development/Fundraising/Alumni Relations		✓
Experience of data analysis and reporting		✓
Proficient in the use of IT suites (email, calendar, documents, spreadsheets, databases), such as Google or Microsoft	✓	
Personal Attributes		
Highly organised with the ability to use initiative to prioritise tasks and multi-task	✓	
Ability to work independently as well as part of a team	✓	
Self-motivated and proactive	✓	